



## Close a Batch in OTCnet Offline

To close a batch in OTCnet Offline, complete the following steps:

1. Click the **Check Processing** tab.
2. Click **Batch Management**. The *Search Batch* page appears.



### Application Tip

Before you can close a batch or multiple batches offline, you must first access the **OTCnet Offline** icon on your terminal's desktop and enter your User ID and password. After you have successfully logged on you can search for the batch.



### Application Tip

To determine if your terminal is connected to the online OTCnet server, refer to the Connection Status indicator located on the top-right of the page. If the Connection Status is green, the terminal is connected to the online OTCnet server. If the Connection Status indicator is red, the terminal is not connected to the online OTCnet server.

3. Select or enter the batch search conditions you would like view.

Under **Batch Search Conditions**, *optional*

- Select the **OTC Endpoint** you want to **Close** a batch for by checking the box under the **Select** column

Under **Created On Date**, *optional*

- Enter the **From** and **To** date range



### Application Tip

The **From** and **To Created On Date** must be entered in MM/DD/YYYY format.



### Application Tip

The **Created On Date** range cannot exceed 30 days. Additionally, if more than a 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.

**Application Tip**

If you run a search **with** the default **From** and **To Created On Date** range values, the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within the 30 days then only the most recent 1,000 batches appear.

**Application Tip**

If you run a search without specifying any criterion (with the exception of the **Batch ID** field), the search results include the most recent 30 days of batches that you have access to view. If more than 1,000 batches are created within 30 days, then only the most recent 1,000 batches appear.

- Enter the **Batch ID**

**Application Tip**

If the only search criteria entered is a valid **Batch ID**, then only a single result appears regardless of other search criteria specified.

- Enter the **Cashier ID**

Under **Batch Status**,

- Select the **Status** you want to close by checking the **Open** box under the **Select** column
4. Click **Search**. The *View Batches* page appears.
  5. Click the **Batch ID** hyperlink. The *View Checks* page appears.
  6. Click the **Item ID** of each scanned check. An image of the check and details of the check appear in the window below.
  7. Verify the details are correct and click **Previous** to return to the *View Batches* page.
  8. Select the batch you want to close by checking the box to the left of the **Batch ID**.
  9. Click **Close Batch**. The *Close Batch* page appears.
  10. Verify that you want to close the batch and click **Confirm**. The *Batch Control* page appears with the batch details.
  11. Enter the **Batch Control Count** and **Batch Control Amount**, if your terminal is configured for this action on batch close.
  12. Click **Next**. The *Close Batch* page appears.

13. Click **Print PDF Report** or **Export** and click **Confirm** to close the batch.

**Application Tip**

After **Print PDF Report** or **Export** is clicked, the **Confirm** button is enabled. Close Batch is not processed until **Confirm** is clicked.

14. A *Close Batch* page appears verifying the batch has been closed.
15. Click **Return to Batch Summary**. The *View Batches* page appears.
16. Click **Cancel** to return to the OTCnet Homepage.

**Application Tip**

If a **CCLO** or **CCO** closes a batch, the batch status changes from **Open** to **Closed**. If a **CCS** closes a batch, the batch status changes from **Open** to **Approved**. If **Skip** is clicked, the **Status** remains **Open** and the batch is not closed.